Present:
Campbell, Chuang (12:45 p.m.), Davis, DomNwachukwu, Galvez, Graham, Grisham, Haddock, Hartley, Hassija, Huizinga, Liu, Lubas, Mohamed (1:45 p.m.), Morales, Nava, Olivérez, Pantula, Phillips, Sudhakar, Wilson, and Zhu

Representatives: Tania Pantoja on behalf of Robert Nava

Absent:
Gomez-Arias, Warren, Wood, and Yeager

Guests:
John Gutierrez, Bruce Hagen, Paola Lima, Muriel Lopez-Wagner, Mike Rister, Mona Sinha, Jennifer Sorenson, Paul Walker, and Jay Wood

Reports

1. Government Relations Update
Vice President Nava provided a Government Relations Report on behalf of Associate Vice President Yeager.

In March, members of the California State University including the Chancellor’s Office and campuses engaged in advocacy days to discuss priorities and campus matters with legislators, laying the groundwork for negotiations. AVP Yeager attended the senate budget committee and advocated for MSPA capital funding by Senator Roth. The proposal received approval of $4.1 million in subcommittee and is headed to the full senate, with strong support from the
budget staff for the MSPA program. The Cybersecurity Center received a $1 million community grant.

The State of California is expected to release the May budget revision on May 15, 2023. The Department of Finance shared their confidence and committed to closely monitoring the situation and prioritizing the CSU and campus needs throughout the budget process until the end of June.

Policies

1. **CSUSB Campus Closure Procedure (Second Read)**
   Manager for Emergency Management and Business Continuity Walker presented the CSUSB Campus Closure Procedure Policy. The policy establishes procedures in the event of campus closures. Proposed policy revisions include updated language to the purpose and procedures.

   The policy was first presented on March 2, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

   **Interim Associate Vice President Grisham motioned for approval of the CSUSB Campus Closure Procedure Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.**

2. **CSUSB Campus Evacuation Procedure (Second Read)**
   Manager for Emergency Management and Business Continuity Walker presented the CSUSB Campus Evacuation Procedure Policy. The policy establishes the procedures, rules, and regulations the university would implement when a campus evacuation is necessary in the interest of public safety. Recommended policy revisions include the updated name of the policy, updated text to
procedures, the addition of the utilization of the Emergency Notifications System to notify the campus of closures, and campus reopening procedures.

The Administrative Council recommended including a notification that provides the reason for the evacuation on a case-by-case basis.

The policy was first presented on March 2, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Interim Associate Vice President Grisham motioned for approval of the amended CSUSB Campus Evacuation Procedure Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

3. Emergency Communication Notification Procedures (Second Read)
Chief Gutierrez presented the Emergency Communication Notification Procedures Policy. The policy establishes the implementation of emergency notification procedures. Recommended policy revisions include updated communication channels and the addition of a link for individuals to register for the system. Minor revisions include updated text and formatting.

The Administrative Council discussed sharing the notification application with parents, visitors, and employees during their onboarding orientation.

The policy was first presented on March 2, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Interim Associate Vice President Grisham motioned for approval of the Emergency Communication Notification Procedures Policy, which motion was seconded by ASI President Galvez and upon vote of the council, the item was passed with unanimous consent.
4. **Pay for Print Policy (Second Read)**  
Interim Executive Director Hagan presented the Pay for Print Policy. The policy authorizes the university to establish a fee for computer-related printing. Recommended policy revisions include updated title, updated frequency of reviewing the fee, and the inclusion of color paper and binding options.

The policy was first presented on March 2, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Interim Associate Vice President Grisham motioned for approval of the Pay for Print Policy, which motion was seconded by Faculty Senate Chair Davis and upon vote of the council, the item was passed with unanimous consent.

5. **Mobile Device Policy (Second Read)**  
Interim Executive Director Hagan presented the Mobile Device Policy. The policy clarifies how mobile devices for business purposes are selected, purchased, funded, and maintained through public carriers. There are no policy changes recommended at this time.

The policy was first presented on March 2, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

Dean Pantula motioned for approval of the Mobile Device Policy, which motion was seconded by Interim Associate Vice President Grisham and upon vote of the council, the item was passed with unanimous consent.

6. **Youth Protection Policy (Second Read)**  
The policy was removed from the agenda for this meeting.
7. **Relocation Policy (Second Read)**

Vice President Phillips presented the Relocation Policy. The policy establishes how relocation payments will be distributed to new employees. Recommended policy revisions include establishing threshold amounts and criteria for the relocation payment.

The policy was first presented on March 2, 2023, and sent to the campus community for feedback. No comments were received. This is the final read.

**Dean DomNwachukwu motioned for approval of the Relocation Policy, which motion was seconded by Dean Lubas and upon vote of the council, the item was passed with unanimous consent.**

8. **Student Participation in Policy Development Policy (Second Read)**

ASI Executive Director Rister presented the Student Participation in Policy Development Policy. The policy ensures that associated student body organizations are involved in campus policy development as full participants. Recommended policy revisions include the addition of language to clarify committees, task forces, and commissions and language that specifies accommodations for the participating student’s academic schedule.

The Administrative Council discussed confidential committees that involve personnel matters and updating the bylaws regarding shared governance for the Faculty Senate.

The policy was first presented on December 8, 2022, and sent to the campus community for feedback. Campus comments were received. Based on the feedback from the Administrative Council, this item is not ready for approval and should be brought back with discussed revisions addressed.
9. **Electric Power Interrupt Policy (First Read)**

Senior Associate Vice President Sorenson presented the Electric Power Interrupt Policy. The policy establishes the protocols to be followed when a power interruption occurs. Key elements of the policy include identifying the responsibilities of Facilities Management and the Office of Strategic Communications in communicating notifications regarding power interruptions, identifying a sequence of methods to curtail campus energy demands, and establishing that the President or appropriate designee will determine when curtailment requires campus closure. The policy is recommended for renewal. There are no recommended content revisions.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

10. **Major Capital Outlay Projects Coordination Policy (First Read)**

Senior Associate Vice President Sorenson presented the Major Capital Outlay Projects Coordination Policy. The policy was last reviewed in the Fall of 2018 and outlines the process used during the planning, design, and construction of all major capital outlay projects managed by the Office of Facilities Planning, Design, and Construction. Key elements of the policy include establishing Facilities Planning, Design, and Construction as the responsible department for all major capital outlay projects, identifying the four phases of a major capital outlay project, and outlining the roles of the project manager, specialty teams, builder, and designer in the project. The policy is recommended for renewal. There are no recommended content revisions.

The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.
11. **Electrical Load Reduction Procedures Policy (First Read)**

   Senior Associate Vice President Sorenson presented the Electrical Load Reduction Procedures Policy. The policy establishes the procedures that will be taken in the event of a California Independent System Operator electrical emergency stage 1, 2, or 3. Key elements of the policy are that it meets the Governor’s Office requirement for a planned response to electrical grid emergency conditions, identifies conservation actions that will be taken for each electrical emergency stage, and identifies cooling set points for HVAC systems. Minor revisions include items such as incorporating plant scheduling as part of campus response to grid emergencies.

   The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.

12. **Administration, Assignments, and Utilization of University Facility Space Policy (First Read)**

   Senior Associate Vice President Sorenson presented the Administration, Assignments, and Utilization of University Facility Space Policy. The policy was last reviewed in January 2018 and addresses the allocation of physical space including all state and non-state buildings in the campus master plan. Key elements of the policy include ensuring the adherence to the Board of Trustees and Chancellor’s Office policies for space allocation, establishing the Space Planning Advisory Committee and its responsibilities, defining procedures for reallocation, reusing, or requesting space, and delegating space facility database maintenance and annual reporting to the Facilities Planning, Design, and Construction Office.

   Significant updates to the policy include the addition of the divisional space committees to review space requests prior to the Space Planning Advisory Committee review.
The Administrative Council discussed the relation between space assignments and entitlements.

**The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.**

13. **Travel Policy (First Read)**
Interim Executive Director Wood and Senior Financial Analyst Sinha presented the Travel Policy. The policy outlines the requirements and procedures for traveling on university business in concert with the ICSUAM and IRS regulations. Key elements of the policy include identifying the roles and responsibilities of the traveler and approver, defining allowable travel and travel procedures, outlining the reimbursement and expense claim process, and communicating cash advance procedures and traveler responsibilities. Significant policy revisions include incorporating various travel and reimbursement policies and procedures into a centralized travel policy. Minor revisions to the policy include converting the existing ICSUAM into a campus version policy, updating the receipt requirements to $75.00, revising the cash advance reconciliation period from 10 to 30 days after the trip-end date, and adding language to the lodging use of vacation rentals.

The Administrative Council discussed travel in relation to research, candidates, and students.

**The Administrative Council was asked to review the policy and share with colleagues within divisions and departments. The item will be sent to the campus community for feedback.**
President Morales expressed appreciation to three colleagues for their hard work including ASI President Galvez, Dean Zhu, and Dean Huizinga.

President Morales shared the CSUSB is collaborating with CEEM to host the Inland Empire Black High School Graduation ceremony with over 1,000 attendees expected. He also provided updates from the Meeting of the Minds event.

President Morales reminded the council that the Spring Commencement is scheduled for May 19, 2023 and May 20, 2023 at the Toyota Arena.

ASI President Galvez shared that on May 12, 2023, Dr. Eric Thomas will be visiting and engaging on topics of diversity and community.

Interim Associate Vice President Grisham provided a reminder of the faculty recognition event scheduled on May 8, 2023.

Dean Huizinga expressed appreciation of the Office of Student Research.

Vice President Sudhakar shared that he and Vice President Phillips are leading the CHRS system project, which will be implemented CSU-wide.

Dean Graham provided an update regarding the housing contracts.

The Administrative Council adjourned at 2:31 p.m.

Minutes Prepared by Katherine Hartley